



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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Fifth District

June 28, 2013

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

## **2012-13 ANNUAL MAPP EVALUATION AND 2013-14 MAPP GOAL SUBMISSION INSTRUCTIONS FOR DEPARTMENT HEADS WHO REPORT TO THE CHIEF EXECUTIVE OFFICER**

This memorandum provides instructions and due dates for the submission of completed 2012-13 annual Management Appraisal and Performance Plan (MAPP) evaluations and 2013-14 MAPP goals for department heads who report to the Chief Executive Officer (CEO).

Adherence to the MAPP process (i.e., performance planning, goal development and performance evaluation) is necessary under County Code, section 6.08.300 et seq. All department heads will be evaluated on their contributions toward achieving the priorities of the Board of Supervisors (Board) and the performance expectations for their respective departments. Further, the goals of each department head must be aligned with the County's business priorities and strategies as set forth by the Board and this Office. We appreciate your continued diligence to achieve efficiencies, reduce costs, realize expected revenues, and deliver quality services to our County residents.

### **MAPP Changes**

Over the last year, the Department of Human Resources (DHR) engaged with the HR Executive Advisory Committee and a MAPP review workgroup to discuss updates and enhancements to the MAPP Program. Based on this collaborative effort, the following changes have been implemented:

#### **Fiscal Year 2012-13**

Beginning in 2012-13, participants may elevate unplanned accomplishments to MAPP goals, subject to management approval. To be added as a MAPP goal, an unplanned accomplishment must have been highly difficult or complex, highly important to the departmental mission, or a high priority Board objective.

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Also in 2012-13, the method for rating management behaviors will be modified. Characteristics and actions that comprise behaviors will be evaluated separately; the system will automatically tally the overall rating for each behavior.

#### Fiscal Year 2013-14

Beginning in 2013-14, the weighting ratio for goals to behaviors will change from 50/50 to 25/75, ensuring more weight is given to a MAPP manager's competencies and management's expectations.

We will continue to partner with departments on further enhancements beyond the 2013-14 MAPP year.

### **2012-13 ANNUAL MAPP EVALUATION SUBMISSION FOR DEPARTMENT HEADS**

As a reminder, all 2012-13 annual MAPP evaluations and 2013-14 annual MAPP goals will be submitted using the Performance Net system. The Performance Net system may be accessed from the County's Intranet at <http://performancenet.lacounty.gov>.

The self-assessment due date is **Monday, August 12, 2013**. The CEO portion of the assessment process for those department heads who report to the CEO will be completed by September 27, 2013. Department head self-assessments and CEO evaluations will be delivered to the Board by October 11, 2013.

### **2013-14 ANNUAL GOAL SUBMISSION FOR DEPARTMENT HEADS**

Department heads are to immediately begin developing proposed MAPP goals for 2013-14 in collaboration with the Board or their designated deputies. The new goals should be based upon Board policy, key outcomes or performance measures, identified County business strategies, departmental operational priorities, necessary program improvements, etc.

At least three MAPP goals should be submitted in the Performance Net system. Each goal should be specific, measurable, and include a completion time frame. Each goal should be appropriately linked in the Performance Net system to a relevant departmental and/or County strategic goal or initiative. There should be at least one stretch goal and one risk management goal that is appropriately identified in the Performance Net system.

1. Department heads should meet with and/or communicate their draft goals to their deputies in each Board office.
2. Special MAPP/policy cluster meetings may be scheduled during July through early August to discuss and coordinate any goals related to major issues (particularly those that cross clusters). It is anticipated that each Board office will

be represented in the discussions and that, at those meetings, Board deputies will provide input to departments regarding each Supervisor's priorities.

3. Following approval by Board offices, department heads will **enter MAPP goals into the Performance Net system by Friday, August 23, 2013.** Our Office will compile the goals of all department heads as approved in Performance Net and formally present all goals in a **Board letter for closed session sometime in late September or early October of 2013.**
4. Our Office will conduct semi-annual reviews of the department heads' progress and immediately alert the Board should a modification of a goal, resources allotted or other adjustment be required during the MAPP plan year.

### **MAPP TRAINING OPPORTUNITIES**

An online training course, "Performance Net Basics – For MAPP Participants (Web-based)" is available. The training course provides instruction on navigating through the Performance Net system, and it demonstrates how to develop and manage goals, complete a self-assessment, and rate employee performance. Each departmental human resources office can provide guidance on accessing the online training course. Also, the *Performance Net Basics for MAPP Participants (Version 2)* manual was emailed to all MAPP Administrators and MAPP participants in January 2011.

If you have any questions regarding the MAPP evaluation or goal submission process, please contact your departmental MAPP administrator, or your staff may contact Gevork Simdjian at (213) 893-9736 or [gsimdjian@ceo.lacounty.gov](mailto:gsimdjian@ceo.lacounty.gov).

For technical assistance, please contact Carla D. Williams at (213) 893-7810 or at [cawilliams@hr.lacounty.gov](mailto:cawilliams@hr.lacounty.gov), or Laura Heaton at (213) 974-2674 or at [lheaton@hr.lacounty.gov](mailto:lheaton@hr.lacounty.gov).

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- c:     Each Supervisor  
       Chief Deputies  
       Administrative Deputies  
       Departmental Human Resources Managers  
       Departmental MAPP Administrators